

Chafee Newsletter

December 2006

IL Contracted Service Providers

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Contact info:

Mary Lou Easter, MSW
mary.easter@dcs.in.gov
765-762-6125
Warren Co. DCS
20 W. 2nd Street
Williamsport, IN 47993
317-232-7116
Central Office

New Reporting Form for Voluntary Services

Attached to this newsletter is a new form that is to be used for all reports related to services provided to voluntary youth. This form is to be used starting January 1, 2007. The form was developed by taking all reports that have been received for these youth and taking parts of different reports to ensure that all needed information is included. Space has been provided for individual agency headers or logos to be added.

It is vital that you get the names of people who will always know how the youth can be located since the DCS will be required to start tracking these youth at age 19 and 21. Gathering this information while they are being provided services will make that job much easier. This form must not be changed into any other format since the document will be cut and pasted into the youth's case in ICWIS. There is no required number of pages for this report, however it is important that current information is included in the narrative section and that every section is updated each month.

Tools on the Web

The state form for **Emancipation Goods and Services** is not available at the following website: <http://www.in.gov/icpr/webfile/formsdiv/dcs.html>. Please download this document and start using it immediately and discard any other versions of the form that you may have. There are changes in this form so please review very carefully. Youth can now obtain a cell phone up to \$100 which includes paid up minutes. Also work clothing can be purchased including under and other wear.

The EG&S form is CW2113. The **Youth Advisory Board application** is form CW2115. The **Voluntary Services Application and Service Agreement** is CW2114, however the version online is incorrect as it does not include the service agreement. Please do not use that form until further notice. The form that is to be used is attached to this email.

The **Transition Planning Toolkit** is also included on the website below the above named forms. Even though this form is to be completed by the Family Case Manager at the transition planning conference, it is important that service providers are aware of the information being gathered as they participate in the conference with the youth. Since Chafee services are provided to all youth at age 17½, service providers play a large role in assisting the youth as transition planning takes place.

Housing for Youth Aging Out of Care

It has come to my attention that some agencies are not providing housing assistance to youth who initially leave care if they are not employed. It is virtually impossible for youth coming out of residential facilities to have employment the day they leave the facility but they do have to have a place to live. The purpose of the transition referral at 17½ is to help the youth obtain housing and assist them in locating employment. Employment is a requirement for continued assistance after the second month since the purpose of Chafee funds is to supplement the youth own efforts but initially the youth must be assisted so they have a place to live while securing employment.

It is important that Chafee providers develop relationships with landlords to help the youth

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**Education and Training  
Voucher Program**  
[www.statevoucher.org](http://www.statevoucher.org)

obtain a short term lease initially to ensure that the youth has housing that is partially funded through Chafee funding while assisting the youth to take full responsibility after 6 months of assistance. It is understood that some youth will choose not to look for work or sabotage every effort that is made to help them but that does not negate our responsibility in making every attempt to help them. If they choose not to participate with the services that we are making available to them, they will be homeless in a short period of time but it will be a consequence of their own actions and choices, not because the assistance was not made available to them.

## **Chafee Supplement (CHANGE)**

The Chafee supplement is currently completed after 6 months of services and at case closure. **The Chafee supplement will only be completed at case closure as of January 1, 2007.** Since this assessment is to allow the State to gather outcome information, it will be easier to extract the needed information with the tool used only at case closure. It is very important that this form be completed by the youth if at all possible. We appreciate your efforts in getting this form completed as the information is extremely helpful in guiding our work in this field.

## **Forwarding Address**

While working with youth who are transient, it is important that they are made aware of the need to provide a forwarding address to the post office when they move from one place to another. Not only does this help us to be able to reach them when needed, it allows them to receive their W-9 from their employers for tax purposes. Since many of the youth are not highly paid, it is extremely helpful for them to file their taxes since they are usually eligible for the earned income tax credit which puts money in their pockets.

It cannot be stressed enough to the youth that they should complete the forwarding address forms and provide them to the post office for every move they make so their mail can be forwarded. If the youth you are serving have not done this when they moved and they were employed other than their current employment, they should be instructed to contact their previous employer to ensure that they receive their W-9 so they can get their taxes filed.

## **Long Term Study**

Indiana has contracted with Luther Consulting to provide a long term study over the next 6 years. We are in the process of locating youth for the study. Through a random pull of names, over 70 youth were sent a letter from DCS with a return card and envelope if the youth was interested in participating. So far we have only received 3 responses from the 70 youth contacted. Please check with the youth you are working with to see if they received this letter and if they did it is important to encourage them to participate. This study will be helpful in determining the future of the IL program.

Another round of letters will be sent out to another group of youth. It would be helpful for agency staff to discuss this study with the youth they are serving and help them to understand how their participation could help to improve the foster care system for the youth who come behind them and in the process they will receive a \$25 gift card every month that they participate.

## **ACLSA**

Currently when the ACLSA is completed it is being emailed directly to the IL Coordinator. Since it is very difficult to identify the youth by their ID on the document, I am requesting that this be emailed when the results are received with a note as to who the assessment is for. That way, the assessments can be placed in the correct file. Your assistance in their matter is greatly appreciated.

This assessment is to be sent to the youth's Family Case Manager or Probation Officer while they are still wards. **It is only to be sent to the IL Coordinator when it is for a youth receiving voluntary services when their CHINS case is closed.**

## **Corrected Version Of Chafee IL Service Standards**

The corrected version of the Chafee IL Service Standards is attached. The target population was corrected so please review the changes to be sure that you are only serving eligible youth. In #1, for a period of 6 months has been removed and previous # 3, Youth age 18 to 21 who were formerly in foster care for a minimum of 6 months as a CHINS or adjudicated a delinquent between the ages of 16-18 who have been adopted or placed in a guardianship from foster care and were receiving independent living services prior to the dismissal of their case has been removed.

## **Drive Rite: Keys to Smart Driving**

This is a comprehensive driver's education program through the Purdue University Extension Service for teens and parents that complements formal driver training. Participating teens should be enrolled in or have previously completed formal driver's education. All teens enrolled in Drive Rite should have a permit by the second month of the program to practice driving skills. Below is the website to obtain more information about this program and the counties where this program is available currently.

<http://sharepoint.agriculture.purdue.edu/ces/driverite/default.aspx>

### **Brown County**

Barb Bowman

Brown County Extension, PO Box 7

Nashville, IN 47448-0007 812-988-5495

### **Elkhart County**

Pamela Brock

Purdue Extension - Elkhart County

315 S. Second St.

Elkhart, IN 46516

574-523-2216

### **Hendricks County**

Brett Clark

Hendricks County Sheriff's Office

925 E Main St

Danville, IN 46122

317-745-6269

### **Henry County**

Bethany Ratts

Henry County Extension

1201 Race St., Suite 303

New Castle, IN 47362-4626

765-529-5002

### **Morgan County**

David Davis

Brown Township Fire & Rescue

471 Old State Road 67 North

Mooresville, IN 46158

317-831-6366

### **Pulaski County**

Chris Depoy

Purdue Extension- Pulaski County

125 S. Riverside Drive

Winamac, IN 46996

574-946-3412

### **Vanderburgh County**

Stephanie Mattes

St. Mary's Hospital

3700 Washington Avenue

Evansville, IN 47714

812-485-7836

### **Tippecanoe County**

Aadron Rausch

1215 Adams Street

Lafayette, IN 47905

Phone (201) 429-6581

### **Warren County**

Jean Akers

Purdue Extension - Warren County

14 Railroad St

Williamsport, IN 47993

765-762-3231

## **SUGGESTIONS**

If you have any suggestions regarding information that your agency would like to have printed in this newsletter, please contact Mary Lou Easter at [mary.easter@dcs.in.gov](mailto:mary.easter@dcs.in.gov). We want this newsletter to be a means of disseminating information so that all IL providers receive the same information at the same time. The newsletter will be developed periodically when issues come up that needs to be shared. We appreciate all of the hard work that your agencies provide on behalf of the youth in foster care and those previously in foster care!

*To continue receiving the Chafee IL News Bulletin and the Chafee Newsletter for service providers, it is vital that any changes in staff or email addresses are provided to Mary Lou Easter at [mary.easter@dcs.in.gov](mailto:mary.easter@dcs.in.gov).*